

VAN DRIVER

PURPOSE: To provide transportation services for the City of Duluth programs and events.

FUNCTIONAL AREAS Under direction:

1. Provide transportation services.
 - * A. Operate a 14-passenger van to transport customers to various locations.
 - * B. Transport ready-to-serve bulk meals and other materials and supplies.
 - * C. Communicate with the program office to coordinate appointments using City vans.
 - * D. Deliver vans for required maintenance and repair work.
 - * E. Collect fees from customers and deliver them to the City Treasurer's office.
 - * F. Maintain vans in a clean condition, both inside and out.
 - G. Maintain required van records, including miles driven, destinations, customer numbers, etc.
 - * H. Report incidents involving customers and/or equipment and prepare the required reports.
 - I. Respond to concerns, problems, and/or complaints of customers.
 - J. Enforce program policies and procedures, and report any infractions.
2. Perform other duties as assigned.
 - A. Purchase materials and supplies as directed.
 - B. Attend staff meetings and/or training as required.
 - C. Assist office staff with clerical and administrative tasks, if required.

JOB REQUIREMENTS

Education & Experience Requirements:

- N. Six (6) months of experience driving a 14-passenger van or larger passenger vehicle.

License Requirements:

- † A. Possession of a Minnesota Class "D" driver's license or privilege by the date of appointment and thereafter.
- † B. Driving record free of moving violations for the past three years.

Knowledge Requirements:

- † A. Knowledge of the principles of safe and lawful motor vehicle operation.
- † B. Knowledge of traffic laws and regulations.
- C. Knowledge of proper office telephone procedures and etiquette.
- D. Knowledge of, and ability to administer, CPR and first aid.

Skill Requirements:

- † A. Skill in safely operating a 14-passenger van or larger passenger vehicle.

Ability Requirements:

- † A. Ability to work independently.
- B. Ability to work as a member of a team.
- C. Ability to develop and maintain effective working relationships with supervisors, co-workers, and the general public.
- D. Ability to communicate effectively.
- † E. Ability to follow written and oral instructions.
- † F. Ability to work a flexible schedule.
- G. Ability to operate basic office equipment.
- † H. Ability to frequently bend and stoop; and to occasionally squat, crouch, and kneel.
- † I. Ability to climb into and out of a passenger van.
- † J. Ability to frequently lift and carry equipment and supplies such as groceries and food containers weighing up to 50 pounds; and to occasionally lift and carry supplies and equipment weighing up to 75 pounds.

* Essential functions of the job

† Job requirements necessary on the first day of employment

CT 20020402